

The purpose of this data collection is to gather information on student mobility and students who are considered dropouts.

Audience

This is a required collection for students in grades 7-12 that are being educated in public schools, accredited non public schools, charter schools, and freeway schools.

Instructions

Student Dropout:

Report students that dropout in grades 7 – 12 who were enrolled or expected to be enrolled, who left school before completing a state or district approved educational program, did NOT graduate and did not transfer to another school. Report each student in the school and grade in which the student was enrolled or expected to return. Students who dropout and do **not** return by October 1, 2007, are to be reported.

Please note: This collection occurs in October 2007 for the 06-07 school year, note that students who dropout during the 2007-2008 school year and do **not** return by October 1, 2008 will be reported on the 2007-2008 Dropout and Mobility Report, DOE-DM. Students cannot be reported as dropouts for an academic year they have completed – they have until October 1 of the following academic year to return. If students finished the 06-07 school year and did not return to their next school at the beginning of the 07-08 school year, did not formally dropout or withdraw or does not fit into a mobility code, they will be reported on the 07-08 DM report.

Student Mobility:

Report mobility students in grades 7 – 12 during the 2006-2007 school year that did not dropout, but left school for one of the mobility reasons listed. Report each student in the school and grade in which the student was enrolled or expected to return.

The required data should be collected, combined into a file, and submitted to the Department of Education through the secured Application Center. The file may be any of the formats contained in this document and must contain all the fields in the order described.

The **required collection period** will begin on **October 1, 2007**, and last until **October 31, 2007**, which is the **final** date for the submission. During this time you are required to submit the file to the Department of Education using the secured Application Center, check the processing results for errors, and check the reports in the Message Center for accuracy. If there are any errors or inaccuracies you may correct your data file and transmit the file again until the end of the day on October 31, 2007. Alternately, you will have the option to manually enter the information using an input form in the Application Center.

The required **signoff period** will be available **October 22, 2007** through October 31, 2007. Summary reports in the Message Center should be reviewed and approved by all corporation and school stakeholders of this collection of data. Data transfer, input form, and delete options will be available during this period.

The required **signoff only period** will begin on **November 1, 2007** and last until **November 8, 2007**. The Corporation Summary Report (found under Message Center>Reports) should be signed by the Superintendent and returned to the Division of Educational Information Systems. Data transfer, input form, and delete options will not be available during this period.

Dropout (DR) Report Data Layout

Field Order	Fieldname Description	Length	Data Field Specification and Requirements	Notes
1	School Number	4	State Assigned School ID Required Field: YES	School building where student attended during 06-07 and became a dropout or mobile. OR School building where the student was expected to enroll for the 07-08 school year and became a dropout or mobile.
2	Student Test Number (STN)	9	Official Student Test Number (STN) assigned to student Required Field: YES	
3	Grade Level	2	Allowable Codes Are: 07 = Grade 7 08 = Grade 8	Grade in which the student was enrolled OR Grade where the student was expected to return in 07-08.

Field Order	Fieldname Description	Length	Data Field Specification and Requirements	Notes
			09 = Grade 9 10 = Grade 10 11 = Grade 11 12 = Grade 12 13= Grade 12+/Adult Required Field: YES	13 applies to Special education students Summer Dropouts: See Scenario #1 Current Year Dropouts: See Scenario #3
4	Dropout or Mobility Code	2	<p><u>Primary Reason for Student Dropout</u></p> <p>Allowable Codes Are:</p> 01 = Record of School Failure 02 = Disinterest in Curriculum 03 = Interpersonal Problems 04 = Incurability 05 = Need or Desire to Earn Money 06 = Poor Home Environment 07 = Drug Abuse 08 = Marriage 09 = Pregnancy 10 = Poor Health 11 = Friends or Peer Pressure 12 = Armed Services Enlistment 14 = Unknown or No Shows 15 = Not applicable as of 06-07 16 = Expulsion 17 = Missing but located 18 = Failure of GQE <p><u>Primary Reason for Student Mobility</u></p> <p>Allowable Codes Are:</p> 19 = Transferred to another public school district, charter school ,accredited nonpublic school or Adult Secondary Credit program in Indiana 20 = Removed by parents to provide instruction (i.e., Home schooled) or transferred to a non accredited nonpublic school in Indiana. 21 = Deceased or long term medical condition 22 = Permanently incarcerated 23 = Placement by court order or FSSA 24 = Enrollment in a virtual school on a fulltime basis 25 = Transferred out of state 26 = Missing NOT located, reported to State Attendance Officer 27 = Foreign exchange student that returns to country of origin 28 = Religious beliefs (e.g., Amish) removes this student from further public education 29 = Special student becomes ineligible due to age 30 = <u>Earned</u> GED Required Field: YES	<p>Refer to the General Guidelines For Determining Dropouts And Student Mobility in this layout.</p> <p>Students who withdraw/leave school: SCHOOL RELATED 01 = Students who have been retained or have failing or near failing grades. Low ability and skills are the principal cause. 02 = Students who have demonstrated ability but who drop out because of lack of motivation or interest. Students who are chronically truant but <u>not</u> engaged in out-of-school delinquent behaviors also belong here. 03 = Students who do not get along with others or feel they are disliked by teachers or peers. 04 = Students who have a history of discipline problems or are chronically truant and involved in out-of-school delinquency. PERSONAL 05 = Students who report that they need or desire to earn money. 06 = Students who come from homes or living situations disrupted by abuse, poverty, frequent moving, parent apathy, and other life stresses that interfere with education. 07 = Students whose school failure or school discipline problems stem from the personal abuse of drugs or alcohol. 08 = Students in this category should have a stated desire for marriage. Students who plan to marry to escape from poor home environment or because of school failure should be counted in other categories. 09 = All females who are pregnant at the time of withdrawal - regardless of stated reason for leaving. 10 = Students who have been chronically ill, either mentally or physically, and consequently are unable to keep up with their studies. 11 = Students who express a desire to be with friends who have graduated or dropped out. OTHER EDUCATIONAL PROGRAMS 12 = Report only those students whose enlistment has been verified by a recruiter. 13 = Code 13 is not a valid code and is not used OTHER 14 = Students that have <u>not</u> been reported to the Indiana Clearinghouse for missing students by their parents, cannot be located and no transcripts requested. 15 = This code is not applicable as of 06-07 school year. 16 = If a student does not return when eligible. 17 = Students who were reported missing to the IN Clearinghouse for Missing and Exploited Children, have been located, and are not in school as of October 1, 2004. 18 = Failure or fear of failure on the Graduation Qualifying Examination (GQE). 19 = Students known to have transferred (by transcript) to a public school, charter school, accredited nonpublic school, or alternative school </p>

Field Order	Fieldname Description	Length	Data Field Specification and Requirements	Notes
				<p>that continues the student's education on a full-time basis. See scenario #6 for list of Alternative Schools.</p> <p>20 = Removed by parents to provide instruction (i.e., Home schooled) or transferred to a non accredited nonpublic school in Indiana.</p> <p>21 = Deceased or long term medical condition</p> <p>22 = Permanently incarcerated</p> <p>23 = Placement by court order or FSSA</p> <p>24 = Enrollment in a virtual school on a fulltime basis</p> <p>25 = Transferred out of state</p> <p>26 = Missing NOT located. Students who cannot be located within the boundaries of the school corporation by October 1 of the current school year, and have been reported (by parents) to the Indiana Missing Children Clearinghouse. Additional information, parent or guardian name will be collected on a form in the Application Center and reported to the State Attendance Officer. IC 20-26-13</p> <p>27 = Foreign exchange student that returns to country of origin</p> <p>28 = Religious beliefs (e.g., Amish) removes this student from further public education</p> <p>29 = Students age - the special education student reaches the age of 21+ but does not graduate from high school and does not return by October 2.</p> <p>30 = <u>Earned</u> GED, refer to General Guidelines section.</p>
5	Dropout Date or Mobility Date	8 or 10	<p>What was the dropout or mobility date of the student?</p> <p>Allowable Date Formats Are:</p> <p>MMDDYYYY and MM/DD/YYYY</p> <p>Where: MM = Month (01 - 12)</p> <p>DD = Day (01 - 31)</p> <p>YYYY = Year</p> <p>Required Field: YES</p>	Dates will be checked to ensure they are valid calendar dates for the collection period.
6	Last Known Street Address	30	<p>Student's last known street address</p> <p>Allowable Characters Are:</p> <p>0 - 9, A - Z, a - z, # (pound), . (period) and Space</p> <p>Required Field:</p>	Report for students with a dropout of code of 1-18 or a mobility code of 26
7	Last Known City of Residence	20	<p>Student's last known city of residence</p> <p>Allowable Characters Are:</p> <p>A - Z, a - z, and Space</p> <p>Required Field: YES, FOR DROPOUT CODES 1-18 and 26</p>	Report for students with a dropout of code of 1-18 or a mobility code of 26
8	Last Known State of Residence	2	<p>Student's last known state of residence</p> <p>Allowable Values Are:</p> <p>Valid two letter state abbreviations</p> <p>Required Field: YES, FOR DROPOUT</p>	Report for students with a dropout of code of 1-18 or a mobility code of 26

Field Order	Fieldname Description	Length	Data Field Specification and Requirements	Notes
			CODES 1-18 and 26	
9	Last Known Zip Code	5	<p>Student's last known zip code</p> <p>Allowable Values Are:</p> <p>Five digit zip code value (00000 – 99999)</p> <p>Required Field: YES, FOR DROPOUT CODES 1-18 and 26</p>	Report for students with a dropout of code of 1-18 or a mobility code of 26

Common Scenarios

The following section contains several likely scenarios pertaining to dropouts and a description of how they would be reported.

Scenario #1: Ending of School Year 2006-2007 Dropout or Summer 2007 Dropout.

Scenario: A student is an 8th grade student at school #1. At the end of the school year the student is promoted to 9th grade and will be attending high school at school #2 for the 2007-2008 school year or the student could be taking summer classes in preparation for the 9th grade. The student does not return to school #2 and a dropout code 1-18 applies.

Reporting Result: If the mobility codes 19-30 do not apply, the student is considered a dropout. The grade level reported would be the 9th grade to which the student was promoted and would be reported by school #2 where the student was expected to return. This student would be reported on the DOE-DM report for the 2007-2008 school year because they have completed the 06-07 school year.

Scenario #2: Student Expelled

Scenario: A student is expelled from school #1 and does not return when the expulsion is complete. No transcript request has been made for this student by another school.

Reporting Result: If a student is expelled, does not return when eligible, and no transcript has been received then the student should be reported as a dropout.

Scenario #3: Beginning of School Dropout

Scenario: A student enrolls and returns at the beginning of the 2006-2007 school year in the school which the student was expected to return. The student leaves school before October 1, 2007 and does not return.

Reporting Result: Since the student returned during the academic year expected, left and did not return by October 1, 2007, the student would not be reported until the collection of the DOE-DM for the **2007-2008** school year. If the student returns at a date later than October 1, 2007 for the 2007-2008 school year the student is NOT a dropout or mobility student and is not reported.

Scenario #4: No Shows

Scenario: A student enrolls during the summer 2006 or the 2006-2007 school year; student leaves school and does not return to enroll by October 1, 2007. The student has no legitimate reason for not returning, the dropout or mobility codes 1-30, excluding code 14, do not apply to this student.

Reporting Result: Compulsatory attendance law states the student must have an exit interview. Attempts should be made to locate the student. The school can:

- (1) Expel the student to remove them from attendance.
- (2) Locate the student and do the exit interview.
- (3) After locating the student have a formal hearing and expel the student.
- (4) Confer with parents and have them formally dropout.
- (5) Make an inquiry to the Indiana Missing Children Clearinghouse to see if the student has been reported as missing.
- (6) Report the student as a no show for the 2006-2007 DOE-DM.

Scenario #5: High Mobility between districts

Scenario: A student enrolls during the 2006-2007 school year; student leaves school to attend the neighboring district or state. The student then returns to the original district, original school. This happens several times throughout the school year.

Reporting Result: The mobility information for these students can be reported once per school and reflective of the entire collection period. If the student is no longer attending the school because they have transferred several times during the year, report the student with the appropriate mobility code of 19 or 25 and submit one record. Multiple records could be reported if the student does not return to the same school in the district.

Scenario #6: Alternative Education

Scenario: A student enrolls in or is placed in an alternative school or program anytime during the 2006-07 school year.

Reporting Result: If the alternative education program is considered a program of the high school, there is no need to report the student on the DOE-DM report. However, if the student transfers to an alternative school (has a separate school number), the student would be reported as a transfer (Mobility Code 19).

Alternative Schools with a separate school number:

1524	Youth Opportunity Center
2822	Roseburg alternative School
5387	Renaissance School
5670	New Horizons Alternative School
6228	Aurora Alternative School
8277	Christa McAuliffe Alternative Middle School
8297	Henry Reis Education Center-Alternative High School
8304	School of Academic & Career Development
8611	Booker T. Washington Alternative School
8612	McLean Education Center Alternative School

General Guidelines for Determining Dropouts and Student Mobility:**Yes – Are Dropouts**

Expulsions – If a student does not return when eligible. At that time they should be counted as a dropout if no transcript has been requested.

Military – Students who enter the military

Students who leave school and enter a program not leading to a high school diploma.

Students who drop out in the summer or between semesters.

Missing – Students who have been reported to the Indiana Missing Children Clearinghouse and have been located but are not attending school by October 1st of the current school year. Dropout code 17.

Poor Health - Students who have been chronically ill, either mentally or physically, and consequently are unable to keep up with their studies. Dropout code 10.

Not meeting graduation requirements – Students who fail to meet some graduation requirements and who leave school without a diploma or other credential.

No – Are Not Dropouts

General Education Development (GED) - Students who dropout but earn a GED. To meet this qualification, the student must have earned the GED prior to October 1 of the current school year. If the student has not earned a GED by October 1, continues classes to earn the GED, and does not earn the GED, the student is a dropout for the current school year. These students do not count as graduates in the new graduation rate calculation.

Returning Students – If a student drops out during the 2006 – 2007 school year, including summer of 2006, but returns to the school in the fall of the 2007 – 2008 year, by October 1, the student is not a dropout

Missing not located – Students who cannot be located within the boundaries of the school corporation by October 1 of the current school year, and have been reported (by parents) to the Indiana Missing Children Clearinghouse. Mobility code 26. Additional information, parent or guardian name will be collected on a form in the Application Center and reported to the State Attendance Officer.

Suspensions – Students who are out of school only for a temporary period.

Certificate of Completion – Special education students who earn a certificate of course completion

Mobility Students

Death/Medical – Students who are deceased or have long-term medical conditions. Mobility code 21.

Transfers to Another School – Students known to have transferred (by transcript) to a public school, charter school, nonpublic school or Adult Secondary Credit that continues the student's education on a full-time basis.

Other Transfers – Students known to have transferred to another public institution, e.g., prison, juvenile institution, mental

institution, or private institution (including a home school or non accredited nonpublic school). Refer to mobility codes 19, 20, 21, and 22.

Students Age – Special Education student reaches the age of 21+ but does not graduate from high school and does not return by October 1.

References:

Missing Children: I.C. 20-33-2-10

Graduation Rate Requirements 20-26-13 Sec. 11.

GED Recipients Lookup in the Application Center

STN Calendar

Example Data File Formats

The following section contains example data files in the allowed comma delimited, positional, and XML formats.

Comma Delimited Format

```
0001,000102001,08,04,04012003,123 Over There,Fishers,IN,46038
0001,000102999,12,11,09142002,111 Right Place,Indianapolis,IN,46204
0002,000202001,13,08,01012002,222 Wrong Way,Lebanon,IN,46052
0002,000202999,11,01,11252003,555 Some St.,Indianapolis,IN,46240
0003,000306001,07,19,02142007
```

Positional Format

10	20	30	40	50	60	70	80	90
00010001020010804	04012003123	Over There			FishersIN46038			
00010001029991211	09142002111	Right Place			IndianapolisIN46204			
00020002020011308	01012002222	Wrong Way			LebanonIN46052			
00020002029991101	11252003555	Some St.			IndianapolisIN46240			
0003000306055070102142007								

E(x)tensible Markup Language (XML) Format

```
<XIF_DRData>
  <Corporation Id="8800">
    <School Id="0001">
      <Student STN="000202001">
        <SchoolUse GradeLevel="08" />
        <Dropout Code="04" Date="04012004" LastKnownStreet="123 Over There" LastKnownCity="Fishers"
          LastKnownState="IN" LastKnownZip="46038" />
      </Student>
      <Student STN="000102999">
        <SchoolUse GradeLevel="12" />
        <Dropout Code="04" Date="04012004" LastKnownStreet="111 Right Place"
          LastKnownCity="Indianapolis" LastKnownState="IN" LastKnownZip="46204" />
      </Student>
    </School>
    <School Id="0002">
      <Student STN="000202001">
        <SchoolUse GradeLevel="13" />
        <Dropout Code="04" Date="04012004" LastKnownStreet="222 Wrong Way" LastKnownCity="Lebanon"
          LastKnownState="IN" LastKnownZip="46052" />
      </Student>
      <Student STN="000202999">
        <SchoolUse GradeLevel="11" />
        <Dropout Code="04" Date="04012004" LastKnownStreet="555 Some St." LastKnownCity="Indianapolis"
          LastKnownState="IN" LastKnownZip="46240" />
      </Student>
    </School>
    <School Id="0003">
      <Student STN="000306001">
```



```

        <SchoolUse GradeLevel="07" />
        <Dropout Code="19" Date="02142006" />
    </Student>
</School>
</Corporation>
</XIF_DRData>

```

Change History

The following section contains a history of changes made to the DOE-DM Data Layout from the prior version.

Version	Description of Change
07.19.07	Added signoff period. Changed Required fields 6, 7, 8, and 9 are Yes, for dropout codes 1-18 and mobility code 26. Note: "Dropout code 13 added" on version 07.02.07 Change History is incorrect
07.02.07	Dates changed for 06-07 collection Trial period removed. Notes on school number changed Field 4 specifications and requirements changed: Mobility code 15 removed as of 06-07 collection Mobility code 19 field specifications and notes changed Mobility code 25 changed field specifications from Moved out of State to Transferred out of State Mobility code 26 added "reported to State Attendance Officer". Input form available for parent or guardian name Dropout code 13 added Field 5 changed to Dropout OR Mobility Date. Mobility dates will be collected starting the 06-07 school year. Removed specification for dropout student with code of 1-18. Fields 6, 7, 8, and 9 added mobility codes of 26, Missing Children Scenario #5 changed to reflect original school Scenario #6 Alternative Education added General Guidelines changed: Missing not located requires additional information to be reported to State Attendance Officer GED, these students do not count as graduates in the graduation rate calculation Transfers to Another School includes Adult Secondary Credit Other Transfers includes non accredited nonpublic school, and Students Age. Comma Delimited and XML file added example of 7 th grade student that transferred (code 19). Sign off Only period added, requires Superintendent signature
Start of 06-07 Collection	
09.14.06	Indiana Code changed in reference section. Mobility reason code 29 added more information on student that ages out.
06.30.06	Date changed in note to October 1, 2007.
03.13.06	Date changes for collection of 05-06 data.
Start of 05-06 Collection	
10.19.05	Addition to note on reporting dropouts under instructions. Scenario #4, missing children are not reported to the clearinghouse but the clearinghouse can be contacted to verify that child may be missing or exploited.
09.30.05	Formats changed for comma delimited and positional and XML removing the fields from the 10.25.04 change.
09.27.05	Reference to summer dropouts removed.
06.07.05	Removed UG grade level, added Grade 13. Instructions on student mobility changed. Scenario #3 changed to "student expected to return".
04.12.05	Date change in instructions and moved from preliminary to posted data layout.
12.16.04	DOE-DM replaces DOE-DR data layout.
11.01.04	Instructions changed to clarify the dates that were to be reported on the 2003-2004 school year.
10.25.04	Language Minority Participant removed, English language Proficiency code removed, and Graduation Qualifying Exam (GQE) removed and collected on the DOE-PS.
10.22.04	Scenarios added, clarification in instructions
10.08.04	Clarification of a dropout and the reporting year
09.30.04	New collection Dates
08.26.04	Dates added to clarify collection period in instructions. Scenario #1 clarifies the school year in which the dropout should be reported.
Start of 04-05 Collection	